

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 12, 2018

LEAVE ACCOUNTING LETTER #18-001

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division

RE: USAGE ONLY BENEFITS – CALENDAR YEAR RESET

On January 29, 2018, the State Controller's Office will update the following Usage Only Benefits for the 2018 calendar year:

- Dock
- Family Medical Leave Act*
- Health and Dental
- Jury Duty
- Maximum Hours Worked**
- Professional Training/Development***
- Union Time Off

These benefits will be reset with the posting of a Begin Total (27) transaction in the amount of zero hours to the January 2018 leave period.

*The Family Medical Leave Act benefit will be reset to zero for all excluded and rank and file employees in the Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, and 21, in accordance with their bargaining unit contracts. The benefit will not reset to zero for rank and file employees in Bargaining Units 5, 8, 9, and 16.

**The Maximum Hours Worked benefit will not be reset for Student Assistants (4870) or Graduate Student Assistants (4872), who are tracked on a 12-month basis, rather than calendar year, in accordance with the Department of Human Resources' (CalHR) HR Manual, Section 1201. In addition, this benefit will not be reset for employees at the Employment Development Department.

***The Professional Training/Development (PDD) benefit is reset to zero for R06 employees only, in accordance with the bargaining unit contract.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

MR:EP:CLAS